

Policy PK 02-11

Policy Title: Rules of Operations

Policy Purpose: Set forth rules and regulations to be posted in Park facilities to keep park visitors safe

Implementation Date: March 1, 2011

Revision Date: NA

This policy has been created with the intent to set forth rules and regulations to assure Westfield parks, trails and facilities are safe and being used as intended. These rules will be posted in all parks where applicable so all that visit will have an understanding of appropriate use. These rules and regulations along with all applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced. Signage in the parks will read:

**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Rules of Operations**

All applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced.

The following rules are provided to supplement the laws and ensure a safe and nurturing experience while visiting Westfield Parks and Recreation Facilities. If you do not find answers to your questions under the following outline, please call the Westfield Parks and Recreation Administration Office at 317-804-3184 during regular business hours.

GENERAL RULES

1. **Park Hours:** Unless otherwise posted, all parks and trails are open from sunrise to sunset seven (7) days a week.
2. **Parking:** Parking is allowed in designated parking lots only. No one shall park in a parking space designated for the physically challenged without a handicap permit.
NO OVERNIGHT PARKING IS ALLOWED IN WESTFIELD CITY PARKS.
3. **Use of Vehicles:** It is strictly prohibited for any motorized vehicles; with the exception of motorized wheelchairs or official city vehicles being operated by city employees, to be operated within park boundaries. All vehicles shall be operated on roadways specifically designated for vehicular traffic.
4. **Shelter Rentals:** Shelters can be reserved for a fee. Reservations can be made on a first come first served basis by calling Customer Service at 317-804-3150 during regular business hours. Rental fees must be paid to confirm the reservation. For more information on facilities, please visit the Westfield Parks and Recreation Department webpage.

5. **Alcohol:** Use of alcohol in parks is prohibited. Special Event permits may be considered, and require filing liability and insurance documents along with a Special Event Permit Application with the Westfield Parks and Recreation Administration Office.
6. **Use of Fire:** Fires are only allowed in the designated charcoal grills at the shelters. Portable gas grills may be used in the shelter areas. Bonfires are prohibited. The use of the Council Circle Fire Pit at Simon Moon Park must be approved through the Westfield Parks and Recreation Administration Office and have staff on site during use.
7. **Smoking:** All parks and trails are a smoke-free zone.
8. **Fireworks:** NO personal fireworks are allowed in Westfield City Parks.
9. **Camping:** Overnight camping is not allowed.
10. **Water Ways:** Use of water ways or ditches within the parks are for wildlife use only unless designated otherwise.
11. **Trash:** It is strictly prohibited for any person to deposit any refuse (as that term is defined by the Indiana Code) into a park or within a park refuse disposal receptacle, except for garbage defined as paper goods, food wrappers or food container used in the park.
12. **Animals:** Any animal in a park must be restrained by a leash or lead no longer than 6 feet, or under the physical control of the animal's owner or attending party. Pet owners must have and use a container or device for the holding of their pet's waste while they are in a park, on a trail or pathway. Violations will result in fines. Dog or other pets are not permitted on any athletic playing field, or children's playground area. Horses or ponies are not allowed to be brought into Westfield City Parks. It is prohibited for any person to knowingly cause or directly abandon any animal in a Westfield City Park.
13. **Hunting:** To bring, carry or possess a firearm, or bow and arrow or to carry, possess or set a snare, trap, net or similar device or other weapon capable of capturing or harming any wild animal or bird in the parks or on the trails is prohibited.
14. **Weapons:** Firearms, missile propelling devices, ammunition, fireworks, bombs or other explosive devices, knives, paintball equipment or any other objects that can reasonably be considered a weapon, are strictly prohibited in any park for any reason. This prohibition does not apply to law enforcement officers as defined in Indiana Code.
15. **Vandalism:** It is strictly prohibited for any person to remove, destroy, break, injure, mutilate or deface in any way any structure, sign, fence, wall, trail, railing, bench, tree, shrub, plant, flower or any other property of Westfield City Parks. No person shall climb any tree; walk, stand or sit upon monuments or any other property not designated for that use.
16. **Inappropriate Behavior:** Any sexual activity or nudity is not allowed in Westfield City Parks. No person shall use profane or abusive language, or conduct oneself in a disorderly manner in Westfield City Parks.
17. **Special Events and/or Programs:** All special events must be coordinated through the Westfield Parks and Recreation Administration Office using the Special Event Application procedure.
18. **Inflatables or Dunk Tanks:** Are not allowed.

19. **Music Entertainment:** It is prohibited to use radios, tape machines, CD Players, IPODS, live musical entertainment or amplification systems in a loud manner which will interfere with others using the park or the park neighbors.
20. **Soliciting/ Conducting Business:** It is prohibited for any person to solicit for or conduct any business or to sell or to offer to sell any parcel or service or solicit for charitable contributions in Westfield City Parks.
21. **Trails:** No motorized vehicle, including golf carts, are allowed on any trails in the Westfield City Parks trail system, with the exception of motorized wheelchairs or official city vehicles being operated by City employees. Ride, walk, run and skate on the RIGHT, except when passing. Cyclists are asked to announce and slow down when they are approaching a pedestrian on the trail and to observe all of the other rules of the road for cyclists. Do not disturb or harass wildlife. Observe additional trail rules as posted on/or along the trail corridors. Please remember the YIELD rules:
 - a. **Bicycles yield to rollerbladers**
 - b. **Bicycles and rollerbladers yield to skateboarders**
 - c. **Bicycles, rollerbladers, skateboarders yield to runners**
 - d. **All yield to pedestrians**

NOTE:

Violation of any of these rules can mean expulsion from the park.

There is a \$500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.